



City of Austin - JOB DESCRIPTION



Assistant to the City Manager

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	10986	Salary Grade:	BD6
Approved:	December 09, 1998	Last Revised:	April 08, 2012

Purpose:

Under the general direction of the Chief of Staff and the City Manager performs duties to support the needs of the City Manager's Office.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Provides professional level support to the Chief of Staff and City Manager.
2. Manages the agenda office. Provides long-range planning and weekly coordination of council agenda and supervision of agenda coordination and customer service staff for Management Services Division.
3. Ensures that the agenda is prepared in a timely and accurate way for each Council meeting and that information is effectively funneled both in and out of the City Manager's Office to all stakeholders with respect to all projects/requests.
4. Prepares and delivers presentations to department Directors/Executive Team on agenda process issues/performance data.
5. Provides oversight and tracking of the RCA process. Implements tracking and information systems for the City Manager.
6. Provides administrative support to City Manager during council meetings and work with Executive Assistants to track follow-up requests from council and citizens.
7. Maintains effective relationships with Mayor and Council offices and facilitate the resolution of problems presented to City Manager from citizens.
8. Develops reports for Chief of Staff and City Manager.
9. Monitors budget for the Management Service Division.
10. Creates new processes and systems to improve the functioning of both the City Manager's Office and the Executive Team.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of the department performance goals and initiatives.

Knowledge of departmental relationships with boards and commissions as well other public and private agencies.

Knowledge of the fiscal and budget preparation.

Knowledge of supervisory and managerial techniques and methods.

Skill in oral and written communication.

Skill in handling multiple tasks and prioritizing.

Skill in data analysis and problem solving.

Skill in the use of computers and related software.

Skill in planning and organizing.

Skill in data analysis and problem solving.

Ability to confer with individuals on behalf of the City Manager or Chief of Staff.

Ability to gather and analyze data regarding sensitive issues relating to the operations within department.

Ability to work with frequent interruptions and changes in priorities.

Ability to establish and maintain good working relationships with other city employees and the public

Minimum Qualifications:

Graduation from an accredited four (4) year college or university with major coursework in Public Administration or related field plus five (5) years of experience in a professional/administrative capacity.

Combination of equivalent experience and/or education.

Licenses and Certifications Required:

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.